

**Defense Finance and
Accounting Service,
Rome**



Customer Guide

For The

United States Army

Vendor Pay Customer

August 2006



DEFENSE FINANCE AND ACCOUNTING SERVICE
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DFAS-ROME-CUSTOMER GUIDE

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FOREWORD

The Defense Finance and Accounting Service, Rome Field Site (DFAS-ROME) provides vendor pay service to the United States Army Medical Command (MEDCOM), Fort Sam Houston, Texas.

This publication outlines policies, responsibilities, and procedures in managing and processing incoming Vendor Pay mail, Right Fax documents, Wide Area Work Flow Documents, customer service, Army management reports, and systems access and security. It is not all-inclusive, but provides basic guidance on the most commonly performed functions.

This guide is effective immediately and is applicable to all DFAS-ROME directorates and staff offices and Army activities supported by DFAS-ROME.

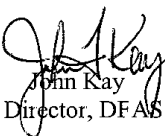

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Section 1: Overview and Responsibilities of the Army Vendor Pay Process

Overview

This Guide establishes responsibilities and procedures for all customers receiving vendor pay support from Defense Finance and Accounting Service (DFAS Vendor Pay). The intent is to ensure timely and proper payments in accordance with Department of Defense Financial Management Regulation (DODFMR) 7000.14R. The provisions of this guide apply to DFAS Army Vendor Pay customers. The Guide encompasses the following:

- Responsibilities
 - Electronic Document Management/Electronic File Room
 - Customer Service
 - Right-Fax
 - Wide Area Workflow
 - Foreign Payments
 - Army Management Reports
 - Systems Security and Access
-

DFAS-ROME Responsibility

- Retrieve, receive, and distribute incoming Vendor Pay documents.
- Respond to Vendor Pay customer inquiries.
- Collect, log, and return fatally flawed documents to customers.
- Coordinate and/or provide systems security and access for Electronic Document Management (EDM/EFR), Accounting Systems Information Management Systems (ASIMS), Computerized Accounts Payable System for Windows (CAPS-W), and Right Fax
- Maintain and troubleshoot systems.
- Input all vendor pay related documentation in CAPS-W and CAPS-Clipper within seven business days.
- Return all flawed or unauthorized vendor pay related documentation within 7 calendar days.
- Manage WAWF suspended documents and complete action within 3 business days.

Flow charts, Appendix B, Figure 1-2, pages 28-29, provide an overview of the vendor payment document processing.

DFAS-Europe Storefront Responsibility

- Retrieve, receive, and distribute incoming Vendor Pay documents.
 - Respond to Vendor Pay customer inquiries.
 - Collect, log, and return fatally flawed documents to customers.
 - Return all flawed or unauthorized vendor pay related documentation within 7 calendar days.
-

Section 1: Overview and Responsibilities of the Army Vendor Pay Process (continued)

Customer Responsibility (Applies to budget, contracting, logistics, requesting and receiving activities)

- Manage access to activity DODAACs and monitor statuses.
 - Ensure requisition is specific for the needs of the activity and clear on requirements for billing.
 - Submit accurate stand alone receiving reports, or complete actions on Electronic Commerce Documents (Combo or 2n1), within five business days after Government's acceptance or approval, 5 Code of Federal Regulations (CFR) Part 1315, the Federal Acquisition Regulation and U.S. Army Logistics regulations.
 - Record obligations in the appropriate Army system as prescribed in the obligation rules.
 - Ensure contracts and modifications are submitted to DFAS-ROME, VIA SPSI Interface & EDA.
 - Ensure Vendor registration in the Central Contractor Registration (CCR) database.
 - Ensure the contract documents are complete and accurate.
 - Program sending fax machines to reflect organization name, location, date, time, and sending fax number.
-

Vendor Responsibility

- Submit proper invoices in accordance with 5CFR Part 1315, Federal Acquisition Regulation (FAR) 52.232-25(a)(4), Defense Federal Acquisition Regulation Supplemental (DFARS) 252.211 guidance and DODFMR Volume 10, Chapter 9, Section 0903 - Contractor Invoices and DFARS 252.232.7003 & 7004 Electronic Commerce.
 - Ensure sending fax machine is programmed correctly to reflect organization name, location, date, time, and sending fax number.
 - Will not fax or mail invoices if electronic commerce clause is on the contract.
 - Invoice will be submitted only once unless otherwise instructed.
 - Ensure documents are billed in accordance with the CLIN detail of contract and modifications.
-

Appropriate forms and formats

Appendix B, Figures 3-9, pages 30-39, are examples/instructions for proper manual forms and formats for vendor pay supporting documentation.

Section 2: Document Management and Control Responsibilities and Procedures

Overview DFAS Rome and Europe Storefront

Responsibilities include:

- Retrieve and distribute incoming documents
 - Perform basic quality review
 - Tier documents in Electronic Document Management according to contract terms, dollar value, age and document type.
 - Maintain and control paid vouchers
 - Track returned documents flawed or unauthorized
 - Manage contracts with the EC clause for proper document submission
-

Incoming Mail and Faxes

DFAS-Rome and DFAS-Europe Storefront receive incoming faxes throughout the business day. Quality edit technicians review incoming documents for completeness. Fatally flawed invoices and receiving reports are returned to the activity's Receiving Report point of contact (POC) or the originator. Invoices are required to be returned within 7 calendar days after receipt at DFAS, per 5 CFR 1315, and DODFMR, Volume 10, Chapter 7.

Fatally flawed invoices and receiving reports will be returned as outlined on next page. Page 40 provides an example of the standard format for returning incorrect or incomplete invoices and receiving reports.

DFAS-Europe Storefront will accept invoices via email address: dgk-vpsa-invoice@dfas.mil. For Receiving reports or Certified invoices (invoices with receipt and acceptance certified on the invoice) documents must be mailed from a .mil address and sent in a PDF format. Email address: dgk-vpsa-recrpt@dfas.mil. All documents will be emailed back for correction and proper resubmission.

Section 2: Document Management and Control Responsibilities and Procedures (continued)

Section 2: Fatally Flawed Documents

Fatally flawed invoices and receiving reports are those that are altered, incomplete, invalid, or incorrect. Improper alterations include white out, taping, or cutting and pasting. To correct an invoice, draw a single line through the mistake (do not obliterate the original data), annotate the correct information, and initial the correction on the invoice.

When the DD Form 250 is used as a receiving report/invoice the unit cost and total cost cannot be corrected by lining through the error.

Fatally flawed documents will be returned to the activity POC or vendor within 7 calendar days.

Notification of fatally flawed contracts or modifications will occur by either Electronic SPS Interface transmission, DD Form 1716, or both.

If DFAS receives the documents by Rightfax, the pages in error will be returned to the appropriate Receiving Report POC or originator with comments on the standardized fax transmittal explaining which documents require corrections.

Invoice & Receiving Report for same contract/same payment, when faxed as a package, will be returned as a package if either document is flawed.

When DFAS receives documents by mail, Federal Express, or courier, DFAS will return by mail within 7 calendar days to the designated activity point of contact.

Section 2: Document Management and Control Responsibilities and Procedures (continued)

Section 2: Fatally Flawed Documents (continued)

REFERENCES: If there is a discrepancy between the references, then the precedence will be CFR, FAR, DOD FAR Supplement (DFARS) and Department of Defense Financial Management Regulations (DODFMR). Verify the dates of the changes of each of the references. Occasionally, changes are incorporated into the CFR while still pending in the FAR, DFARS and/or DODFMR. When in doubt, verify with team leader, supervisor or higher level manager. Order of precedence does not mean a lower directive cannot contain additional requirements.

Title 5 of the Code of Federal Regulations (CFR), Part 1315

<http://www.fms.treas.gov/prompt/regs.html>

Federal Acquisition Regulation (FAR) <http://www.arnet.gov/far/loadmainre.html>

Defense Federal Acquisition Regulation Supplement (DFARS)

http://web2.deskbook.osd.mil/htmlfiles/DBY_dfars.asp

Department of Defense Financial Management Regulation (DODFMR)

<http://www.dtic.mil/comptroller/fmr/10/index.html>

Section 2: Document Management and Control Responsibilities and Procedures (continued)

Common Reasons for Returning Invoices

Quality edit and vendor pay technicians identify and return fatally flawed invoices for the following reasons:

- a. The Contract Number/Purchase Order Number/Call Number/Delivery Order is missing, incomplete, or invalid.
- b. Vendor mailed or faxed invoice when contract has electronic clause.
- c. The Vendor Name on the invoice differs from the Vendor Name reflected on the Contract/Purchase Order. The Vendor must contact the issuing contracting office to obtain a Vendor Name change modification per DOD FMR Volume 10, Chapter 9.
- d. Itemization of supplies or services, unit prices, and/or total amount claimed on the invoice does not match the detail line items on the Contract/Purchase Order. The vendor needs to verify against the contract and re-invoice in accordance with the contract.
- e. Invoice not submitted according to the terms of the Contract/Purchase Order. The Vendor must submit all invoices as cited on the contract to the appropriate office for certification to expedite payment.
- f. The invoice was previously paid as specified by Disbursing Office Voucher (DOV) Number or was charged to a Government Purchase Card.¹
- g. Central Electronic Funds Transfer (CEFT) registration in the CEFT database is missing, incorrect, or not current.
- h. Invoice has improper alterations such as white out, taping, or cutting and pasting.
- i. Freight only invoice did not have a prepaid receipt reflecting the freight charge claimed and transportation charge is over \$250.00,
- j. Invoice will be returned upon notification by customer that goods or services were not received.²
- k. No invoice number or invoice date.

¹ If invoice is included on CARS that was previously paid by Government Purchase Card, notify DFAS-ROME immediately via email.

² Notify DFAS-ROME via Email when goods and services were not received or the invoice is improper.

Section 2: Document Management and Control Responsibilities and Procedures (continued)

Common Reasons for Returning Receiving Reports

Vendor Pay quality edit and pay technicians identify and return fatally flawed receiving reports for the following reasons:

- a. Contract number/purchase order number/delivery order number/Blanket Purchase Agreement (BPA) call number not annotated.
 - b. Contract Line Item Number (CLIN) and/or subordinate (SUB) CLIN is not identified.
 - c. Inadequate description of supplies received or services rendered, including the period services were rendered.
 - d. Quantity of supplies received or services rendered not identified.
 - e. Receipt date for the goods or services received or delivered and/or the received box is not marked.
 - f. Date of acceptance for supplies or services and/or the accepted box is not marked.
 - g. Dollar amounts (unit and total) are required for all receipts.
 - h. Signature of authorized government official to accept supplies or services is missing.
 - i. Printed name, title, mailing address, and commercial telephone number of the designated government official accepting goods or services is missing.
 - j. DD Forms 250 (manual or automated) are submitted on an obsolete form.
 - k. DD Form 250 blocks 21 or 22 are not properly dated. Block 22 must be dated the same date or an earlier date than block 21. The standard to receive and accept any supplies or services is five business days.
 - l. Signature and printed name do not match. You can not sign “for” someone else on any receiving report.
 - m. Receiving reports are altered with whiteout, taping, or cutting and pasting.
-

Section 3: Wide Area Work Flow

Overview

Wide Area Work Flow is the primary source of contract payments which require an invoices and receiving reports be provided to DFAS-SA. Wide Area Work Flow documents electronically post in CAPS-W. When the documents and CAPS-W don't match, the documents suspend and must be verified against contract/modifications to determine validity.

Invoices: The invoice will be submitted to the appropriate agency depending on the type of invoice submitted.

- The **2in1** will not be transmitted to DFAS until the activity receives and accepts the services or goods on the receiving report part of the 2in1.
- A **stand alone** invoice will be transmitted to DFAS as soon as the Vendor clicks the submit button.
- The **Combo** will transmit the invoice directly to DFAS and create a receiving report for the activity as soon as the Vendor clicks the submit button.

Receiving Reports:

The activity will have to submit and accept the receiving report (2in1, stand alone, combo) in WAWF before it will process to DFAS.

Document statuses:

- **Submitted:** A submitted document is a document that has been created. A receiving report in submitted status requires an action by the receiving activity before it is transmitted to DFAS. Until the documents are processed, documents cannot be used for payment.
 - **Resubmitted:** A resubmitted document is a document that had been completed and then returned, and then resubmitted by the creator. A resubmitted document requires an action by the receiving activity before it is transmitted to DFAS. Until the documents are processed, documents can not be used for payment.
 - **Processed:** A processed document is a completed document that has been transmitted to the entitlement system, CAPS-W. A processed document should have electronically transmitted to CAPS-W, or should have been manually loaded to CAPS-W if system error prevented electronic transmission.
 - **Suspended:** A suspended document is a document that was completed but when the information was electronically transmitted to CAPS-W something didn't match or was exceeded. DFAS reviews all suspended documents against contract/modifications to determine problem and if documents do not match contract/modifications, DFAS returns receiving report to the activity or the invoice to the vendor with detailed information for reason document is flawed.
-

Section 3: Wide Area Work Flow (continued)

Overview

- **Accepted:** When an acceptor signs a receiving report, it has an accepted status, when the acceptor submits the document and it transmits to DFAS, it goes into processed status. If DFAS has to return the receiving report to the acceptor due to errors, DFAS puts the receiving report back to accepted status. A document in accepted must be put back into processed status by either DFAS or the activity before document can be used for payment.
- **Rejected:** A document that has been rejected, has been returned to the creator. DFAS will reject an invoice to the vendor if it is flawed. An acceptor will reject a receiving report to the creator for correction. A rejected document is an incomplete document.
- **Void:** A document that has been voided, is a document that is flawed and either could not be corrected or should not be corrected. A voided document is not used for payment.

Procedures Fatally Flawed Electronic Documents

- Fatally flawed electronic documents are documents that cite the wrong contract number, wrong delivery order number or wrong pay office DODAAC.
- Fatally flawed electronic documents will be returned to the acceptor or vendor within 3 business days with a detailed explanation of what is wrong with the documents.
- Fatally flawed electronic documents must be voided in WAWF and if a replacement is needed, document recreated and processed to DFAS.

Procedures Flawed Electronic Documents

- Flawed electronic documents are documents that are incomplete, invalid, or incorrect based on contract and modifications.
 - DFAS will return flawed electronic documents within 3 business days.
 - Flawed electronic documents should be recalled, corrected and resubmitted to DFAS if needed for payment.
-

Section 3: Wide Area Work Flow (continued)

Procedures**DFAS****Responsibility**

- DFAS will review suspended documents to determine the cause and either manually process or return documents within 3 business days.
- If suspended due contract/modification not posting to CAPS-W, and contract/modification is found in EDA, document will be manually input into CAPS-W.
- If suspended due to vendor or activity inputting invalid data (i.e. not in accordance with contract), DFAS will return the receiving report and/or invoice.
 - If an invoice is returned in WAWF the invoice status is changed to “Rejected” and sent back to the vendor.
 - If a receiving report is returned in WAWF the status is changed to “Accepted” and sent back to the acceptor.
- If receiving report suspends because it exceeds quantities in CAPS-W, DFAS should validate CAPS-W and receiving report against contract/modifications to ensure CLIN information is valid and CAPS-W matches contract/modifications. If receiving report is using the correct contract/ CLIN, then contracting should be contacted to determine if modification is available. If modification is not available, then receiving report should be manually processed up to the contract award. If receiving report is accepting against wrong CLINs or wrong contract, then receiving report should be returned to acceptor
- DFAS will reject an invoice if CCR/EFT expires.
- DFAS will return an invoice if vendor is duplicate billing.
- DFAS will run Ready to Pay listings and Accounts Payable Teams will compute payment in CAPS-W.

Procedures**Activity****Responsibility**

- Activity will assign a Group Administrator (GAM) to control access and manage document statuses for Activity’s DODAACs.
 - Activities will monitor their folders daily and complete receiving reports within 5 working days of receipt.
 - Activities will use the contract and modifications to create a stand alone receiving report, or validate 2n1 or combo receiving reports. The receiving activity must ensure the Contract Line Number (CLIN) information (i.e. quantity, unit price, and unit of issue) for the service or items billed is valid to ensure the receiving report successfully bridges into CAPS-W.
-

Section 3: Wide Area Work Flow (continued)

**Sample of
WAWF Messages**

- Accept Date must be greater than or equal to Deliver Date
 - Accepted Date is either invalid, missing, or future date
 - CLIN Freight submitted exceeds Freight available in CAPS
 - CLIN Quantity Available in CAPS is less than .01
 - CLIN Quantity submitted exceeds Quantity Available in CAPS
 - CLIN Quantity submitted is less than .01
 - CLIN Unit Price exceeds the Unit Price in CAPS
 - CLIN Unit Price is less than .000001
 - Contract has been Canceled or Deleted in CAPS
 - Contract has been Suspended in CAPS.
 - Contract not found in CAPS
 - Corrupt File Received - Notify Sender To Resubmit
 - Delivery Date is either invalid, missing, or future date
 - Duplicate CLINs not allowed on the same Invoice
 - Duplicate CLINs not allowed on the same Receiving Report
 - Freight Charges Not Authorized on this Contract
 - Inv. Rcv. Date must be greater than or equal to Invoice Date
 - Invalid CLIN Number for this Contract
 - Invoice Date is either invalid, missing or future date
 - Invoice Freight Amount greater than Contract Freight Amount
 - Invoice Number previously submitted-Duplicates Not Allowed
 - Sum of CLINs do not equal Invoice Total
 - Sum of Freight CLINs does not equal Freight Total
 - This Invoice has been Accepted into CAPS
 - This Invoice was deleted. For details, call your EDI POC.
 - This Receiving Report has been Accepted into CAPS
 - This Receiving Report was deleted. For details, call your EDI POC.
-

Section 4: Accounts Payable Teams

Overview

Responsibilities include:

- Perform detailed quality review – EDA, EDM, STANFINS, and CLIN detail based on all modification, authorized quantity or dollars and proper performance periods
 - Validate contract clauses and type submission of documents
 - Verify Electronic Funds Transfer (EFT) data or status
 - Pre-validate payment
 - Compute and process payment
 - Assemble appropriate documentation to support payment
 - Distribute documents computed for payment to Certification Team
-

Procedures

- a. Receive incoming vendor pay documents (invoices, receiving reports, contracts and modifications) from EDM.
- b. Return invoices within 7 calendar days if in error or lack of contract modification.
- c. Prepare EDM tiered documents for input to CAPS-W or CAPS-CLIPPER in accordance with priority sequence, based on payment due date.
- d. Prior to input, technicians will perform a quality check of the documents to ensure invoices and receiving reports are completed in accordance with the contractual document. If any errors are found the documents will be returned to the vendor for invoices or the Receiving Report POC for receiving reports.
- e. Perform un-match procedure in CAPS-W if wrong receiving report is attached to invoice.
- f. Perform match procedure in if invoice and receiving report are in CAPS-W separately.
- g. All payments must be pre-validated. Obligation rules must be followed.
 1. For payments less than \$2,500.00, DFAS Rome codes each one “Ready to Pay” which releases the transaction for payment. Once that is done, ODS Obligation Matching creates the obligation the following day for the transactions coded “Ready to Pay”.
 2. For payments over \$2,500.00 the contract is retrieved or the Program Director is contacted in order for obligation to be processed. After 10 days, if the obligation has not been processed. DFAS Rome inputs it for the customer on the 11th day.

The payment will be processed after the money has been obligated.
- h. Technicians will verify EFT data/status prior to making any payments. If the EFT has expired or data is incomplete, the invoice will be cleared from the CAPS-W system and returned to the vendor.

Section 5: Certification

Overview An authorized certifying official must certify all vouchers. Authorized certifying officials audit and determine if the payment is correct. Vouchers considered correct and proper for payment are certified and released to Centralized Disbursing for payment. Vouchers that are not correct and proper are returned to the Accounts Payable Team for correction.

Procedures Vouchers and supporting documentation are reviewed to ensure they are correct and proper for payment. Specifically, the following elements are validated.

Contract

- Remittance address and CEFT information
- Contract number/purchase order number/delivery order number/call number
- Copy of contract attached – if required
- Modification number
- Terms of Contract i.e. Net, 1% 15
- Accounting classification
- Net dollar amount

Invoice

- Vendor name against the contract, invoice, and voucher
- Contract number/purchase order number/delivery order number/call number
- Invoice number
- Invoice date
- Recorded date stamp when contract requires receipt of invoice at Government activity. (Stamp must indicate the activity name and date received)
- Offered payment terms i.e. discount rate
- Net dollar amount

Receiving Report

- Contract number/purchase order number/delivery order number/call number
 - Description of goods or services and performance period
 - Quantities of goods or services received
 - Date supplies or services were received or performed
 - Date supplies or services were accepted by designated Government official
 - Signature
 - Printed name, title, mailing address and commercial telephone number
 - Net dollar amount
-

Section 5: Certification (continued)

Procedures

Voucher Worksheet

- Contract number/purchase order number/delivery order number/call number
- Remittance address/EFT information
- Tax ID
- Terms/discounts
- Invoice number
- Invoice date
- Invoice received date
- Merchandise delivery date
- Merchandise acceptance date
- Accounting classification
- Net dollar amount
- Interest computation (if any)

When all data are verified as correct and proper for payment, the authorized DFAS certifying official releases the certified voucher to Centralized Disbursing to process the actual payment.

Section 6: Customer Service

Overview Rome

Hours of operation: 7:30 – 4:30, Eastern Time (ET), Monday through Friday.

HQ0345

Contracts with Defense Activity Address Code (DODAAC) HQ0345:

Toll Free: 1-800-756-4571, Option 2, Option 1

RightFax: 1-866-636-2715

Mailing Address:

DFAS-ROME
ATTN: SAVP-(HQ0345)
325 Brooks Road
Rome NY, 13441-4527

HQ0302

Contracts with Defense Activity Address Code (DODAAC) HQ0302:

Toll Free: 1-800-553-0527

Rightfax: 1-877-575-3332 (ATTN: Vendor Pay - Rome)

Mailing Address:

DFAS-ROME
ATTN: Rome (HQ0302)
325 BROOKS ROAD
ROME, NY 13441-4527

Email inquiries: ROME-Vendorpay@DFAS.MIL

E-mail inquiries are the preferred method. Customers must provide contract number, invoice number; date sent, amount, POC and phone number.

Customers can call the customer service number for all inquiries (except pre-validation issues that should be brought to the attention of your designated accounting technician). Issues that cannot be resolved within the course of the call are input into the Customer Service Inquiry Database to track and record follow-up actions. The Customer Service Inquiry Database systematically assigns a tracking number to all calls requiring further research. This tracking number is given to all customers for follow-up inquiries. The standard for Customer Service is to research/return phone calls or email inquiries within one business day.

Section 6: Customer Service (continued)

Overview Europe Storefront

Telephone Numbers:

Europe Storefront/MEDCOM: 011-49-631-411-6525

RightFax: 0631-411-6171 or DSN 483-6171

Mailing Address Europe:

TAC 1

Defense Finance and Accounting Service

Unit 23122-ATTN: RO

APO AE 09227

TAC 2

Defense Finance and Accounting Service

Kleber Kaserne, GEB. 3200 ATTN: RO

Mannheimer STR. 218/219

67657 Kaiserslautern Germany

Email inquiries: dgk-vendorpay@dfas.mil

For receiving reports or certified invoices (Invoices with receipt and acceptance certified on the invoice) documents must be emailed from a [.mil](mailto:dgk-vendorpay@dfas.mil) address and sent in a PDF format. Email address: dgk-vpsa-recrpt@dfas.mil. All documents not meeting these requirements will be emailed back for correction and proper resubmission.

Telephone Inquiries

For telephone inquiries, customers must provide the contract number, Acceptor's DODAAC, invoice number (if known), date sent, Right Fax phone number, and customer service tracking number if applicable.

Miscellaneous Payments 1034/1556 and Foreign Military Sales

To inquire on any of these type payments, customer will need to provide the Tax ID#, SSN, Cage Code or DUNS. Additionally, dollar amount, approximate time frame, or other information could be provided if available. Contract number for payments is created by DFAS using DFAS-IN 37-100-xx, Appendix A, Formats to build a Contract number. Standardization of the PIN1 is critical to prevent duplicate payments and allow for easy retrieval of data. See attachment for examples of Miscellaneous Payment Contract Number structures.

NOTE: Foreign Military personnel (FMS or IMET) are on invitational orders and are authorized medical care at any civilian hospital or clinic and the US Government must pay based on Tax ID and by EFT or check depending on provider's capabilities.

Section 6: Customer Service (continued)

Returned and Replacement Checks

Returned Checks. It may become necessary to return funds to the U.S. Government. In this case, please contact our Customer Service Office at 1-800-553-0527 for assistance.

Duplicate Payments

To report occurrences of duplicate payments or to prevent potential duplicate payments contact your pay team representative or customer service.

Follow Up and Tools

Customers can access the **MyInvoice** to obtain payment status and/or to send e-mail inquiries through the internet. Steps are as follows:

- a. Click on MyInvoice at <http://www.dod.mil/dfas/>
 - b. **Vendors:** In order to successfully register in MyInvoice, you will need to have an active, valid account in the Central Contractor Registration (CCR) for each entity for which you want to obtain information from MyInvoice. To enable your MyInvoice account for these entities, you will need to be prepared to enter the CAGE or Dun and Bradstreet Number (DUNS) plus the Federal Tax Identification Number (TIN) for each one as they appear in your CCR record. If you make a change in the CCR, the change should be available for successful MyInvoice validation after 3 business days have elapsed
 - c. **Government Users:** Your supervisor may be asked to validate your “need to know” before your MyInvoice account is activated. Please be sure they are aware of your pending application and provide the best possible contact information for them in your registration request. It’s also important to provide a clear justification statement in the “Reason for Access” block of the application. Because your application requires manual review by our registrar personnel, you will receive an e-mail approval or denial notification when your application has been processed.
 - d. Any problems with registration please contact DFAS Customer Service at 1-800-553-0527.
-

Section 6: Customer Service (continued)

Follow Up and Tools

Electronic File Room (EFR) is the web based program for external users to view documents that have been faxed or electronically submitted to DFAS. You should be able to query by CSID and date in EFR throughout the lifespan of the document in EDM, which will be no less than the statutory retention period (75 months after contract close for most documents.) To obtain an account submit a DD 2875 and fax the document to MEDCOM Finance and Accounting 210-221-7880, or any questions contact Mrs. Howe 210-221-6713.

If assistance is needed for password reset or program problems contact EDM Help Desk at 614-693-4899.

Follow Up and Tools

Access to EFR is through Electronic Document Management (EDM). EDM provides DFAS users with electronic access to payment affecting documents and information, advances the application of new methods and technologies, resolves the management of large volumes of hard copy documents, ensures the consistent implementation of business practices throughout DFAS, improves customer service and reduces operating costs. EDM technology involves the collective application of three tools: imaging, electronic filing, and workflow. Together, these tools automate the presentation of material, in the integration of business applications and the standardization of business processes. If assistance needed for password reset, account activation, or program problems contact EDM Help Desk at 614-693-4899.

Section 6: Customer Service (continued)

Follow Up and Tools

Electronic Data Access (EDA) allows a users access to official DOD documents via a Web browser. EDA serves as a centralized document repository that is used to store the following documents:

- Post Award Contracts and Contract Modifications
- Freight Government Bills of Lading (GBL)
- Personal Property GBLs
- Non-automated GBLs
- Vouchers (Accounting, Commercial Pay, Travel, & Military Pay),
- Contract Deficiency Reports DD1716s
- DFAS Signature Cards (DD577)
- Summaries of Voucher Line Data (110 Reports)
- Government Travel Requests (GTRs)

Designed to integrate with other electronic document initiatives, EDA is fast becoming a Department-wide virtual file cabinet and **replaces the paper version of contract documents with an electronic version.** This electronic document can be accessed by authorized users using Internet tools from nearly any location within DOD. To obtain an account submit a DD 2875 and fax the document to MEDCOM Finance and Accounting 210-221-7880 or if any questions contact Mrs. Howe 210-221-6713.

For more information on DOD EDA:

EDA Production Site: <http://eda.ogden.disa.mil/eda/>

EDA User's Guide: http://eda.ogden.disa.mil/users_guide/index.html

EDA Notes of Interest <http://eda.ogden.disa.mil/edanotes.htm>

EDA Help Desk Contacts: http://eda.ogden.disa.mil/users_guide/contact/hlp001_index.html

Section 7: Right Fax Procedures

Overview Right Fax servers DFAS-Rome HQ0345, DFAS-Rome HQ0302, or DFAS-Europe are the only receiving points for all MEDCOM payment related documents faxed to DFAS-ROME or DFAS-Europe Store Front.

Procedures Right Fax Availability. The Right Fax Server is available 24 hours a day, 7 days a week. Preventative systems maintenance is performed after normal business hours unless there is an emergency.

Fax Numbers. Customers must use the following Right Fax number for routine submissions:
DFAS-ROME HQ0345: 1-866-636-2715
DFAS-ROME HQ0302: 1-877-575-3332 (ATTN Vendor Pay Rome)
DFAS-Europe Store Front: Commercial 0631-411-6171 or DSN 483-6171.

Urgent Requirements. Documents that require immediate attention (contracts with net payment terms of less than 30 days, Congressional Inquiries, or other highly sensitive documents) can be faxed to 1-315-330-6609. Follow up with a phone call to the Chief and Deputy DFAS Rome Vendor Pay.

Programming Sending Fax Machines. It is imperative senders program their fax machines to reflect their sending fax phone number, clear-text organization and/or location, date, and time. If power to the fax machine is interrupted or turned off for any reason, the sender needs to re-validate the fax number, location, date, and time. The fax number of the sender, date and time received are the indexing keys for all faxes received at DFAS-ROME. Without this information, it is difficult to trace documents sent to the Right Fax.

Section 7: Right Fax Procedures (continued)

Procedures (continued)

Confirming Fax Transmissions/Auto reply. Most facsimile machines will print a confirmation sheet to let you know the status of the transmission. Senders must retransmit if a negative transmission status is received.

Re-faxing Documents. **Do not** retransmit documents unless requested by the Vendor Pay Chief, Team Supervisor or Team Lead of Army Vendor Pay. All Right Fax incoming documents are archived for a maximum of six months. If a faxed document has been received, Document Control is able to retrieve the fax by using the fax number sent to, date, and time received.

Right Fax cover sheet. The Right Fax cover sheet, Figure 11, page 41, must be used when faxing all pay documents. Be sure to mark the block indicating the contract terms and use your activity's appropriate allotment serial number for expeditious handling.

Section 8: Army Management Reports

Overview These procedures will explain how to use the most critical Army Reports/Listings/Extracts/Databases. Army Vendor Pay at DFAS-ROME is supported by CAPS-W and CAPS-CLIPPER. These systems generate listings for use by DFAS-ROME and customers to assist in making accurate, timely payments. DFAS-ROME uses a program developed by Defense Finance Accounting Service-Indianapolis (DFAS-IN) to pre-validate payment entitlements. In order to strengthen internal controls, the law mandates pre-validation of vendor pay entitlements to supporting obligation data in the Operation Data Store House (ODS) prior to disbursement.

Policy All MEDCOM will follow the procedures below to ensure the Budget Army Reporting System (BARS) is worked consistently timely. Problems/corrections should be coordinated with the activity's assigned accounting technician or Group Administrator.

Pre-validation Report The pre-validation report is worked jointly by DFAS-ROME personnel and Army customers.

Pre-validation of Vendor Pay Vouchers The following regulations and guidance mandate the implementation of Vendor Pay Voucher Pre-validation Program.

- a. DODFMR Volume 3, Chapter 11, paragraph 1103 states the pre-validation procedure be used to identify/match a proposed payment to its applicable supporting obligation that has been recorded in STANFINS prior to disbursement.
- b. DODFMR Volume 3, Chapter 8, paragraph 0803 pertains to recording an obligation when no obligation is found in the official accounting records prior to making individual disbursement when specific criteria are met.
- c. The DFAS-IN Vendor Pay Policy Message 99-01: Obligation Matching dated October 1998 requires all vendor payments to be pre-validated.

Section 8: Army Management Reports (continued)

Custom Army Reporting System (CARS) Report

The Custom Army Reporting System (CARS) is a management tool for invoices without receiving reports posted within CAPS-W. CARS will provide detailed information either by Department of Defense Activity Address Code (DODAAC), ASN, or Post (the appropriate military installation). Compiled management reports can be obtained to summarize oldest invoices by activity, projected interest, and total number of aged invoices by region or command not scheduled for payment because lack of a receiving report. See Figure 12, page 42, for an explanation on how to evaluate a detailed report or where to acquire the CARS data files for use by your activity.

Policy

All MEDCOM Contracting Officer Representatives (CORs), acceptors and receivers will work the CARS report daily. All MEDCOM GAMs will provide a monthly consolidated RECON to DFAS Vendor Pay NLT the 10th of each month.

Other Tools

Figure 13, page 43, provides an example of the various CAPS-W payment status codes used within the system. These codes will facilitate your research activities in identifying where a particular payment is within the process. For example, if the payment is “sent to disbursing”, DFAS-ROME has completed all necessary input and certified the payment. At this point, Centralized Disbursing at DFAS Indianapolis must continue the process of sending the payment to the vendor.

Section 9: Systems Access and Security

Overview All users are responsible to ensure systems access internal controls are in place. Controls must ensure adequate separation of duties.

Army Computerized Accounts Payable for Windows (CAPS-W) Security Access. Access to CAPS-W must be requested through the DFAS-ROME vendor pay systems accountant by submitting typed copy of the System Authorization Access Request, DD Form 2875, Appendix B, Figure 15, page 45.

Submission of System Authorization Access Request Form. Users should forward the completed DD For 2875 to ATTN: Rome ISSO/TASO at 315-330-6964. Ensure the security section of the form is completed. Submit document by one of the following means.

a. Mailing Address.

**DFAS ROME (HQ0302)
325 BROOKS ROAD
ATTN: Rome ISSO/TASO
ROME, NY 13441-4527**

b. FAX # 1-315-330-6964 ATTN: Rome ISSO/TASO

c. Return Address and Phone Number. Return address information is required. When submitting DD Form 2875, provide a telephone number and name for the Terminal Area Security Officer (TASO) of your organization for questions. Incomplete and/or handwritten forms will be returned for corrections, must be typewritten. For more details on these security procedures, see DFAS 8000.1-R, Information Management Policy and Instructional Guidance.

Section 9: Systems Access and Security (continued)

Profiles

Access Profiles. List the required CAPS-W Profile in Block 13 of the DD Form 2875, Appendix B, Figure 15, page 45. Profile request should be for CAPS-W Inquiry for both ORP 7 and ORP 9. GAMs and activity assigned individuals may be authorized to access CAPS-W with an “inquiry only” access. Justification for access would be for resolution of payment problems between contract/modifications, CAPS-W and WAWF.

- **Inquiry** - allows the user to query current and archived transactions processed in CAPS-W.

Access Problems/Security Lockouts. Army CAPS-W users who experience problems with their User Identification (e.g., user locked out, access denied, etc.) may contact the Rome ISSO/TASO at 315-330-6926 or DSN 220-6926.

Electronic Document Access (EDA)

Security Access.

- a. DFAS-ROME ISSO/TASO. Customers should contact their activity TASO for assistance at 315-330-6926 or DSN 220-6926.
 - b. Vendors. Vendors should contact the servicing Contracting Office or the EDA POC at HQ DLA, phone number (703) 767-6979.
-

DFAS-ROME Web Page

General. DFAS-ROME has an internet home page on the DFAS-IN Customer Support Web page. This web site is designed to provide schedules, status of systems, instructions, procedures, action items, and points of contact.

Internet Address Access. The DFAS-IN Customer Support Web Page can be reached at <https://dfas4dod.dfas.mil/centers/dfasin/rome>. In order to access the web site, the user will need a “.mil address”. This means customers will need to use internet service from a military installation or a government activity. The site does not use the World Wide Web (www) addressing convention.

Section 9: Systems Access and Security (continued)

File Transfer Protocol (FTP)

General. FTP transmissions to and from DFAS-ROME will go through the DFAS Corporate FTP Server.

Server Address. The server address is CORP1.DFAS.MIL and has subdirectories set up under the higher level directories of FTP-1/DFAS ROME. These subdirectories are categorized by data type and contain data for Army customers. The server requires user ID and password.

A User ID and password may be obtained by filling out a separate DD 2875 and process the document through you Security Officer. Then fax the completed DD Form 2875 to 315-330-6964, ATTN: Rome ISSO/TASO.

Appendix A

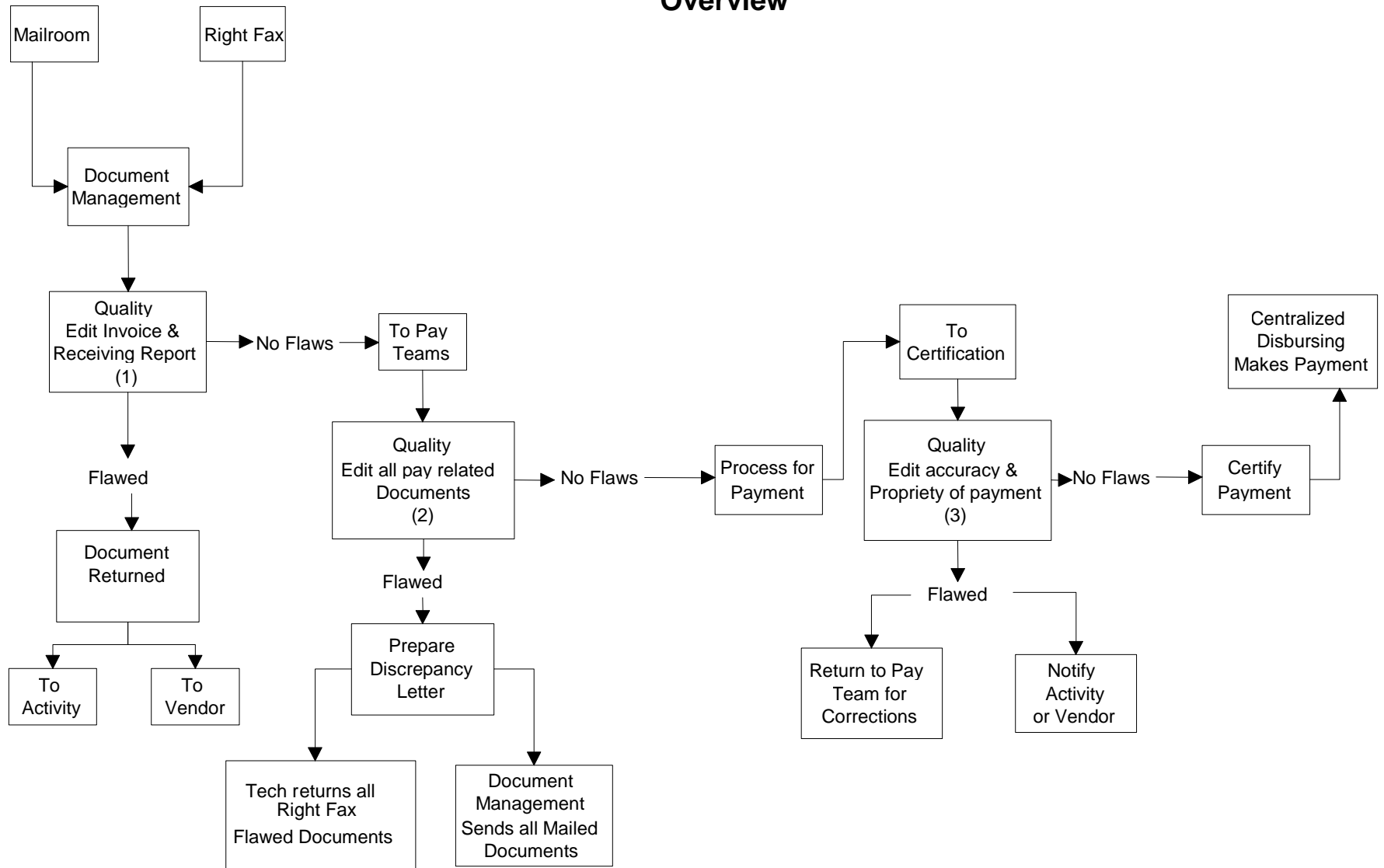
References

The following regulations provide guidance for Contracting, Army Vendor Pay Division, and DFAS-ROME customers. Use the most current reference publication at website <http://www.dfas.mil>.

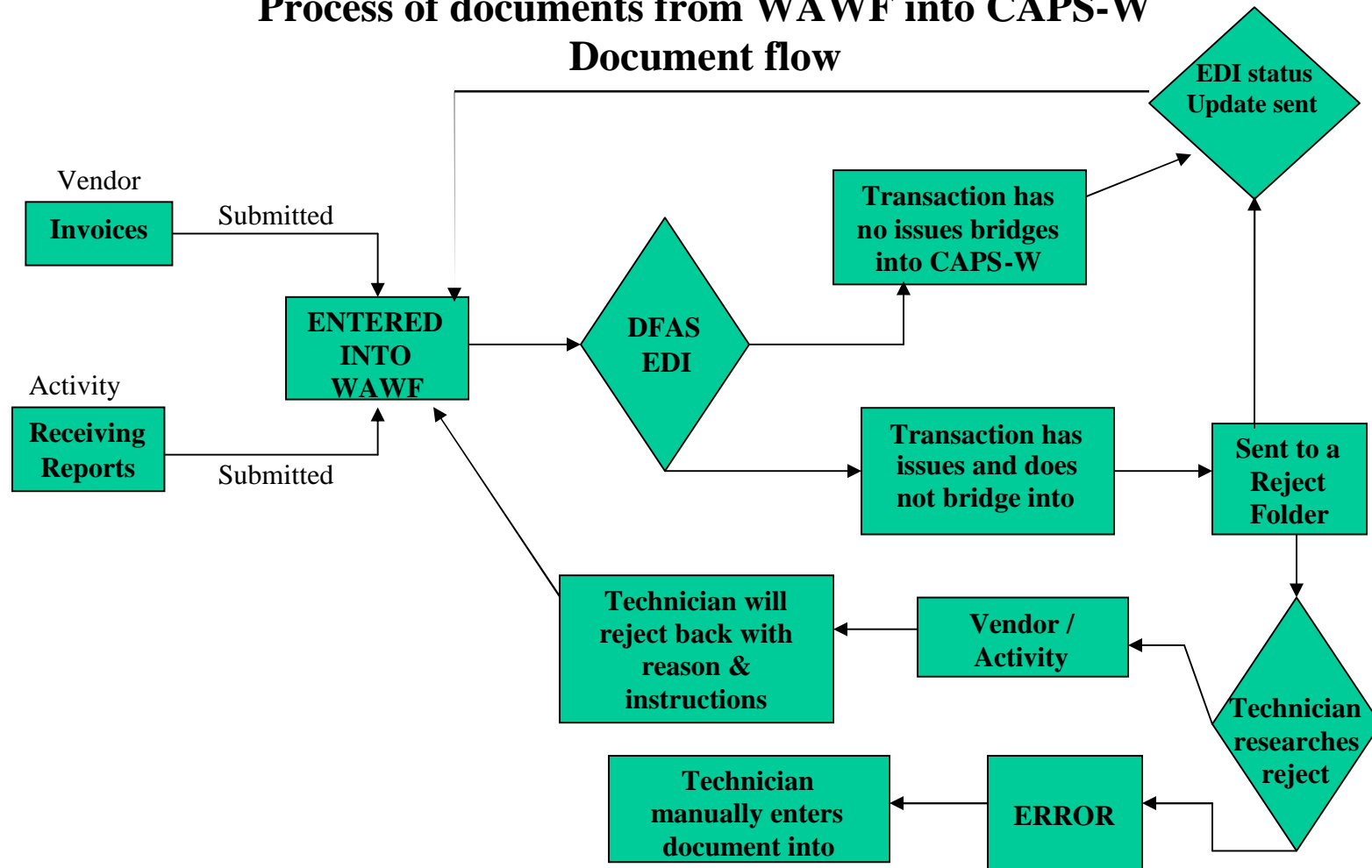
1. Defense Federal Acquisition Regulation Supplement (DFAR & (S)).
2. Federal Acquisition Regulation (FAR).
3. Department of Defense Financial Management Regulation (DODFMR) 7000.14-R.
4. DFAS 8000.1-R, Information Management Policy and Instructional Guidance.
5. DFAS Denver Handbook 8000.1, Information Systems Security (INFOSEC) Handbook.
6. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation.
7. Final Rule 5 CFR 1315: Prompt Payment; formerly OMB Circular A-125, "Prompt Payment".
8. A Guide to Federal Requirements for Financial Management Systems.
9. CAPS-W Instruction Manual.
10. DFAS-IN Manual, 37-100-**, Financial Management, The Army Management Structure (AMS) Fiscal Year.
11. DFAS-IN 37-100-xx, Appendix A, Formats to build a Contract Number.

Appendix B – Figure 1

Army Vendor Pay Document Processing Overview



Appendix B – Figure 2
Process of documents from WAWF into CAPS-W
Document flow



Appendix B – Figure 3

DD FORM 250

Used As A Basic Receiving Report

30

1. Block #1 - Contract number or Purchase Order number, call/delivery/order number
2. Block #2 - Record partial or final in how the receipt effects the contract – final means the contract number will no longer be used and pay data moved to history file in the accounts payable system.
3. Block #5 record discount when offered or record the term of the contract
4. Block #8 record a “D” for destination or “S” for origin acceptance point – normally “D” for MEDCOM contracts
5. Block #9 - Contractor – Name & address of vendor
6. Blocks #15-20 - Block #15 is the Contract Line Item Number (CLIN), that is being received
7. Block #21b - Destination – Mark the acceptance block which relates to the quality and quantity of supplies & services being accepted
8. Blocks #21b & 22 – Ensure the form is dated

NOTE: Block #22 must be dated with the same date or an earlier date than Block #21b

6. Blocks #21b & 22 – Ensure the form is signed
7. Blocks #21b & 22 – Ensure printed name, title, mailing address and commercial telephone number of Government Official performing the receiving and acceptance functions is recorded
8. Corrections to all Material Inspection Receiving Reports (MIRR) line through the mistake, then record and initial the correction

NOTE: Corrections can not be made to Blocks #19 & 20 on DD Form 250. DD Form 250 is the DFAS preferred MIRR document.

9. Flawed documents will occur when you sign for someone, use white out or correction tape, and fail to fill out a Receiving Report as specified in these samples

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
<small>The OMB reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. DADA05-00-P-0023		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF 1 1		8. ACCEPTANCE POINT D			
2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L Partial TCN		5. DISCOUNT TERMS NET 30					
9. PRIME CONTRACTOR CODE FASTER SERVICES 530 S. PERSASIE ROAD PERKASIE, VA 18944				10. ADMINISTERED BY CODE US ARMY MATERIAL COMMAND ACQUISITION CTR ATTN: STEAA-CD BLDG 4118 Sequahanna Blvd. APG, MD 21005-5002							
11. SHIPPED FROM (if other than 9) CODE				FOB:				12. PAYMENT WILL BE MADE BY CODE DFAS-FVA/SA Army Vendor Pay 500 McCullough Avenue San Antonio, TX 78215-2100			
13. SHIPPED TO CODE USAMRICD - W23MEX BLDG E-3100 Ricketts Point Road APG-EA, MD 21010-5400				14. MARKED FOR CODE 97904002601748408P22140025778ALBB18464 W23MEX1117NB66							
15. ITEM NO.		16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)		17. QUANTITY SHIP/REC D*		18. UNIT		19. UNIT PRICE		20. AMOUNT	
0001AA		Parts and Labor For The Period Of: 10/17 - 11/17		1		MO		4,423.660		4,423.66	
0003AA		Labor to Clean Float in Tank		1		BA RH		287.980		287.98	
		Last payment for FY01				GH					
		Total Cost: \$4,711.64									
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE					
a. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.						b. DESTINATION <input type="checkbox"/> COA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.					
DATE: 11/23/01 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Willy Bee						DATE RECEIVED: 11/19/01 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Ronnie Hodge					
TYPED NAME: WILLY BEE TITLE: Chief, USAFLUSH MAILING ADDRESS: Bldg E 3100 Ricketts Point Rd, APG MD, 21010-5400						TYPED NAME: RONNIE HODGE TITLE: SUPPLY TECH MAILING ADDRESS: Bldg E 3100 Ricketts Point Rd, APG MD, 21010-5400					
COMMERCIAL TELEPHONE NUMBER: 404-336-3519						COMMERCIAL TELEPHONE NUMBER: 404-336-7740					
23. CONTRACTOR USE ONLY						* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.					

Appendix B – Figure 4

DD FORM 250

Used As A R.R. & INVOICE

1. Block #1 - Contract number or Purchase Order number, call/delivery/order number
2. Block #2 - Record partial or final in how the receipt effects the contract
3. Block #5 record discount when offered or record the term of contract
4. Block #6 - Record Invoice Number and Date of Invoice
5. Block #8 record a “D” for destination or “S” for origin acceptance point – normally “D” for MEDCOM contracts
6. Block #9 - Prime contractor – Name & address of vendor
7. Blocks 15-20 - Information is filled in correctly. Block #15 is the Contract Line Item Number (CLIN), being received
8. Block #21b - Destination – Mark the acceptance block which relates to the quality and quantity of supplies & services being accepted
9. Blocks #21b & 22 – Ensure the form is dated

NOTE: Block #22 must be dated the same date or an earlier date than Block #21b

7. Blocks #21b & 22 – Ensure the form is signed
8. Blocks #21b & 22 – Ensure printed name, title, mailing address and commercial telephone number of Government Official performing the receiving and acceptance functions is recorded
9. Block #23 - Record the following statement “**This form is to be used as both a Receiving Report and Invoice**”
10. Note - In one inch lettering “**ORIGINAL INVOICE**” must appear on the form without obliterating any other required information

NOTE: Corrections can not be made to Blocks #19 & 20 on DD Form 250. DD Form 250 is the DFAS preferred document for all MIRR. Flawed documents will occur when you sign for someone, use white out or correction tape, and fail to fill out a Receiving Report as specified in these samples

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
<small>*The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, (0704-0248), 1216 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>											
<p align="center">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. DADA15-01-D-0010		2. ORDER NO. 0004		6. INVOICE NO./DATE EW1249 / 02-28-01		7. PAGE OF 1 1		8. ACCEPTANCE POINT D			
2. SHIPMENT NO. Final		3. DATE SHIPPED		4. B/L TCN		5. DISCOUNT TERMS NET 30					
9. PRIME CONTRACTOR CODE NRL Inc. 1616 N. Freemont Rd. Rogersville, NC 28934				10. ADMINISTERED BY CODE US ARMY MATERIAL COMMAND ACQUISITION CTR ATTN: STEAA-CD BLDG 4118 Sequehanna Blvd. APG, MD 21005-5002							
11. SHIPPED FROM (if other than 9) CODE				FOB:		12. PAYMENT WILL BE MADE BY CODE DFAS-FVA/SA Army Vendor Pay 500 McCullough Avenue San Antonio, TX 78215-2100					
13. SHIPPED TO CODE USAMRICD - W23MET BLDG E-3100 Ricketts Point Road APG-EA, MD 21010-5400				14. MARKED FOR CODE 97904002601748408P22140025778A1.BB18464 W23MET117NB66							
15. ITEM NO. 0002		16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)		17. QUANTITY SHIP/REC D*		18. UNIT EA		19. UNIT PRICE 247.000		20. AMOUNT 494.00	
		Voice Data Transfer Software		2							
ORIGINAL INVOICE											
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE					
<p>a. ORIGIN</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items</p> <p>has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>						<p>b. DESTINATION</p> <p><input type="checkbox"/> CQA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>					
<p>DATE: 28 Feb 01</p> <p>SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: <i>Tom Davis</i></p> <p>TYPED NAME: Tom Davis</p> <p>TITLE: Data Conversion Tech</p> <p>MAILING ADDRESS: Bldg F 3200 Ricketts Point Rd. APG MD, 21010-5400</p> <p>COMMERCIAL TELEPHONE NUMBER: 404-336-1616</p>						<p>Quantities shown in column 17 were received in apparent good condition except as noted.</p> <p>28 Feb 01 <i>Tom Davis</i></p> <p>DATE RECEIVED: <i>Tom Davis</i></p> <p>SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE</p> <p>TYPED NAME: Tom Davis</p> <p>TITLE: Data Conversion Tech</p> <p>MAILING ADDRESS: Bldg F 3200 Ricketts Point Rd. APG-MD, 21010-5400</p> <p>COMMERCIAL TELEPHONE NUMBER: 404-336-1616</p> <p><small>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and enclose.</small></p>					
23. CONTRACTOR USE ONLY											
THIS FORM IS TO BE USED AS BOTH A RECEIVING REPORT AND INVOICE											

Appendix B – Figure 5

DD Form 1155

- Block #1 – Contract/Purchase order number
- Block #2 – Delivery order/call number
- Block #9 – Contractor
- Blocks #18-23 – Record information or attach the portion of the contract schedule of goods or services that are being received and accepted.
- Block #27a-g – Mark the boxes Received, Inspected, & Accepted. The person accepting and receiving needs to date, sign, and fill in the required data on the form. Then at the bottom of the form clearly print or type – name, title, mailing address, & commercial phone number of the receiver if a different person than the Acceptor.
- Block #28 & 31– Mark either Partial or Final in both sections whichever this RR for Payment applies to.
- Block #39 – Record the actual date supplies or services were received at the installation or activity. Also, mark the box “Received,” in Block 27a.
- **NOTE: Block #39 must be dated with the same date or an earlier date than Block #27c.**
- Flawed documents will occur when you sign for someone else, use white out or correction tape, and fail to fill out a Receiving Report as specified in these samples.

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 9	
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. DAAB15-99-A-1002		2. DELIVERY ORDER/ CALL NO. B302		3. DATE OF ORDER/ CALL (YYYYMMDD) 2004 May 14		4. REQ./ PURCH. REQUEST NO. W23MYC-4126-N001		5. PRIORITY			
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE W61XWH		7. ADMINISTERED BY (If other than 6) USA MED RESEARCH ACQ ACTIVITY ATTN: SHERRY LABELLA 301-619-2806 SHERRY FORT DETRICK MD 21702		CODE W61XWH		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR NAME AND ADDRESS DLT SOLUTIONS INC SUITE 700 360 HERNDON PARKWAY HERNDON VA 20170		CODE GS0H9		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS Net 30	
14. SHIP TO USA MED RESEARCH INST OF INFECTIOUS DISE ERIC R LESNOW 1425 PORTER STREET FREDERICK MD 21702-5011		CODE		15. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS-SA/FPA 500 MCCULLOUGH AVENUE PHONE: 888-478-5636 FAX: 210-527-8189 SAN ANTONIO TX 78215-2100		CODE HQ9345		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
16. DELIVERY/ CALL TYPE OF ORDER PURCHASE		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR		SIGNATURE				TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE	
SEE SCHEDULE											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.											
24. UNITED STATES OF AMERICA TEL: 301-619-2369 EMAIL: george.bauman@us.army.mil BY: George J. Bauman, Jr.		25. TOTAL \$999,999.99				26. DIFFERENCES 1,999,100.00 MR		27a. QUANTITY IN COLUMN 20 HAS BEEN <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Molly Rogers						c. DATE (YYYYMMDD) 2006 Jan 08		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Molly Rogers, Chief IMD			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE 1425 Porter St. Frederick, MD 21702						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER (301) 619-2728		g. E-MAIL ADDRESS Molly.Rogers@us.army.mil				<input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD) 2006 Jan 05	
						40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Appendix B - Figure 6

DD Form 1449

1. Block #2 - Contract number
 2. Block #4 – Order Number is the Delivery Order Number
 3. Block #17a - Contractor
 4. Blocks #19-24 – Record information or attach the portion of the contract schedule for goods or services that are being received and accepted.
 5. Block #32a - Mark blocks Received, Inspected & Accepted.
 6. Block #32b – Signature of Authorized Representative then at the bottom of the form print or type clearly – name, title, mailing address and commercial telephone number.
 7. Block #32c - Calendar date of when the stated quantity is being accepted.
 8. Block #33 & 36 – Mark either Partial or Final in both sections which ever this RR for Payment applies to.
 9. Block #42 will be used for the signature of the person performing the receiving action when another person is performing the acceptance function in Block #32a.
 10. Block #42c -Record actual date supplies or services were received at the installation or activity. Also, mark the box "Received," in Block 32a.
- NOTE: Block #42c must be dated with the same date or an earlier date than Block #32c.**
10. Flawed documents will occur when you sign for someone else, use white out or correction tape, and fail to fill out a Receiving Report as specified in these samples.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER W91YU0-06-F-0000		PAGE 1 OF 31	
2. CONTRACT NO. V797P-0510X		3. AWARD/EFFECTIVE DATE 01-JUL-2005		4. ORDER NUMBER W91YU0-06-F-0000		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY WESTERN REGIONAL CONTRACTING OFFICE MADISON ARMY MEDICAL CTR 9902 LINCOLN ST MAMC ANNEX TACOMA WA 98431-1110		CODE W91YU0		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (8A)		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
TEL: 253-968-3907/3966 FAX: 253-968-4922		15. DELIVER TO USA MEDIC AK MEDICAL SUPPLY RLDG 3567 1060 GAFFNEY BLVD 7490 FT WAINWRIGHT AK 99703-7490		CODE WC1JUG		16. ADMINISTERED BY WESTERN REGIONAL CONTRACTING OFFICE C/O JULIA STRINGER PRICE STREET BLDG 4088 R-131 21-353-5448 FORT WAINWRIGHT AK 99703-7490	
17a. CONTRACTOR/ OFFEROR PML MICROBIOLOGICALS INC 27120 SW 95TH AVE WILSONVILLE OR 97070		CODE 0AAJ4		18a. PAYMENT WILL BE MADE BY DFAS SAN ANTONIO ARMY VENDOR PAY DFAS-SA-FPA HTTP://WWW.DFAS.MIL 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100		CODE HQ0345	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES	
				21. QUANTITY		22. UNIT	
				23. UNIT PRICE		24. AMOUNT	
CONFIRMING ORDER - DO NOT DUPLICATE SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$6,393.80	

32a. QUANTITY IN COLUMN 21 HAS BEEN <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:			
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>Debbie Jones</i>		32c. DATE <i>31 Aug 06</i>	
32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>Debbie Jones Branch Chief Services Branch Ft. Wainwright, AK 99703-7490</i>			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>Bassett Army Hospital 1060 GaFFney Rd. Bldg 4066 Fort Wainwright, AK 99703-7490</i>		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>(907) 535-4691</i>	
32g. EMAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>Debbie.Jones@us.army.mil</i>			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
<input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER	38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER
40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print) <i>Jim Jones-Supply Tech (907) 535-3192</i>	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT (Location) <i>Ft. Wainwright, AK 99703-7490</i>	
41c. DATE		42c. DATE REC'D (YYMMDD) <i>060831</i>	
		42d. TOTAL CONTAINERS	

Appendix B – Figure 7

DD 1155 AND SF 1449

Partial Receipt Functions & Attachments For A Receiving Report

1. Circle the Contract Line Item Numbers (CLINS) that are being receipted for. Put an "X" through CLINS that are not being receipted.
2. When particle amounts are being receipted, line through and initial the quantity and cost of the awarded contract. The appropriate person to initial changes are either the person Receiving or Accepting the goods and/or services. Example: The negotiated contract amount is 35 squares, but only 25 squares are being received at this time of submission. Record a short statement of what actions are transpiring.
3. Record the actually quantity received and its actual total cost, do this by - multiplying actual quantity received by the awarded contract unit price.
4. Add up all circled CLINS being received. Record this dollar amount on the first page of the contract by lining through and initialing the awarded contract dollar amount and then enter the actual total dollar amount being received.

Only send to DFAS pages of the contract with the circled CLINS that are being receipted, not the entire contract.

DADW35 00 13 0016
0002
Page 2 of 13

SECTION II Supplies or Services and Prices	ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
	0001	REMOVAL AND DISPOSAL OF ROOFING MATERIALS FFP - Basic and Expanded service for MEDDAC facilities. The buildings included are: Blanchfield Army Community Hospital 650 Post Drive Hdqs: 2437, 2506, and 2439	35.00	Square	\$0.00	\$0.00
						\$0.00

25 Square - Received

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0001AB	REMOVAL AND DISPOSAL OF ROOFING MATERIALS FFP - Basic and Expanded service for MEDDAC facilities. The buildings included are: Blanchfield Army Community Hospital 650 Post Drive Hdqs: 2437, 2506, and 2439	25.00	Square	\$65.00	\$1,625.00
					\$2,275.00
ACRN AA Funded Amount					\$2,275.00

DAD1449-00-P-0791
Page 2 of 4

SECTION III CONTINUATION SHEET	ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	0001	CABLE TV SERVICE FFP - Basic and Expanded service for MEDDAC facilities. The buildings included are: Blanchfield Army Community Hospital 650 Post Drive Hdqs: 2437, 2506, and 2439	4.00	Months	\$1,510.00	\$6,040.00
Consolidated Troop Medical Building 5979 200 drops @ \$7.55 each = \$1,510 per month						
PURCHASE REQUEST NUMBER W346NCC-0108-9001						
					NET AMT	\$6,040.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	CABLE TV SERVICE FFP - Performance Period Option 1: 01 Jun 2001 thru 31 May 2002 Basic and Expanded service for MEDDAC facilities. The buildings included are: Blanchfield Army Community Hospital 650 Post Drive Bldgs: 2437, 2506, and 2439	12.00	Months	\$1,510.00	\$18,120.00
Consolidated Troop Medical B PURCHASE REQUEST NUMBER W346NCC-0108-9001					
For the month of Aug 01					NET AMT
					\$18,120.00

Appendix B – Figure 8a

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION				DATE VOUCHER PREPARED May 5, 2001		SCHEDULE NO.	
U.S. Army Medical Command MEDCOM Contracting Center 2107 17th Street, Bldg 4197 Fort Sam Houston, TX 78234-5015				CONTRACT NUMBER AND DATE DADA10-00-A-0013 1 Oct 1999		PAID BY	
				REQUISITION NUMBER AND DATE W16SLG9341-2002 Call # 0001			
PAYEE'S NAME AND ADDRESS TROT Systems, Inc. 3710 Spud Drive, Suite 22 Reelview, VA 22040 TAX ID # - XXXXXXXXXX				DATE INVOICE RECEIVED 4 May, 2001			
				DISCOUNT TERMS NET 30			
				PAYEE'S ACCOUNT NUMBER CAGE Code: 4063Y			
SHIPPED FROM				TO		WEIGHT	
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)		QUANTITY	UNIT PRICE COST PER
PTL 0001 1 Feb 2001		04/01/01 TO 04/28/01		Laio, Chun Pee SSN (###-##-####) PT Acct# H66801339 PER ATTACHED INVOICE 1st Parial Payment - DOV 999378, Paid - 13 Mar 01			AMOUNT (1) 8,600.00
(Use continuation sheet(s) if necessary)				(Payee must NOT use the space below)		TOTAL 8,600.00	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL 2nd <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR TWD 8600 = \$ 250.88 BY 2 Sherry B. Thomas TITLE Senior Accountant, HQ MEDCOM (210) 221-6214		EXCHANGE RATE 34.2800 TWD = \$1.00 DIFFERENCES Amount verified; correct for 250.88 (Signature or Initials) Jim Jones, Budget Technician			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer)				(Title)	
ACCOUNTING CLASSIFICATION 97 X 8345. SR01 74-0005 OPC666 GSD4 252G W16SLG93412002 G4B1128 28G4B11 049024							
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)
	CASH		DATE		PAYEE 3		
1 When stated in foreign currency, insert name of currency.		2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.		3 When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.		PER TITLE	
Previous edition usable				PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.		NSN 7540-00-900-2234 USAPA V4.00	

**Payees for
authorized U.S.
Foreign Military
will be paid by
Tax ID**

Only sign this block
when performing
functions as noted in
the instructions, item #
22.

**Funds
Certification
Performed Within
the DFAS Office**

Appendix B – Figure 8b

Funds Certification
Performed by the
Activity.

Payees for
authorized U.S.
Foreign Military
will be paid by
Tax ID

Standard Form 1034 Revised October 1987 Department of the Treasury 1 THM 4 2000 1034 121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.		
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Dewight Army Community Hospital ATTN: MCBF-FBO-RM Bldg 7893 War Road Ft. Belvoir, VA 88730				DATE VOUCHER PREPARED Oct 2, 2001		SCHEDULE NO.		
PAYEE'S NAME AND ADDRESS Tommy Baumsweiger, MD 980 Devine Drive, Room 56 Nation, MO 56779 Tax ID# - #####				CONTRACT NUMBER AND DATE BELVSC-02-R-0001-1101		PAID BY		
				REQUISITION NUMBER AND DATE BELV1020010001 10/2/01				
				DATE INVOICE RECEIVED 1 Oct, 2001				
				DISCOUNT TERMS NET 30				
				PAYEE'S ACCOUNT NUMBER				
SHIPPED FROM				TO		WEIGHT		
						GOVERNMENT B/L NUMBER		
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>		QUAN- TITY	UNIT PRICE COST PER	AMOUNT (-)
INV # 18834 B		29 Sep 01		Family Advocacy Counseling Case # 49921A - Jim Rogers ###-##-####		1	1678.00 EA	1,678.00
						1	675.00 EA	675.00
TOTAL 2,353.00								
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY: _____ TITLE _____		EXCHANGE RATE = \$ _____ = \$1.00		DIFFERENCES Amount verified, correct for (Signature or initials)		2,353.00
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. 3 Oct 2001 (Date) <i>David C. Pockets</i> (Authorized Certifying Officer) LTC, Chief RMD/COM: 703-806-4444 (Title)								
ACCOUNTING CLASSIFICATION 97 2 0130 1881 74-0005 OPC666 GSD4 252G BELV1020010001 B6A4N9 N9B6A4 0490924								
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY			CHECK NUMBER	ON (Name of bank)		
	CASH	DATE			PAYEE'S			
\$						PER		
						TITLE		

Previous edition obsolete

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will result in a delay of the payment obligation.

NSN 7540-09-900-2235
USAPA V4.00

Appendix B – Figure 8c

Manual Instructions For Standard Form 1034

1. U.S. Department, Bureau or Establishment and Location Block: Enter the name and mailing address of the organization preparing the voucher.
2. Date Voucher was Prepared Block: Enter the date the form is being prepared.
3. Contract Number and Date Block: The identification of the contract under which the goods or services were provided and the date that the contract was approved.
4. Requisition Number and Date Block: The number (a 14-digit number known as the document reference number (DRN)) is the DODAAC, Julian Date and the unit's document serial number. Also, record the Call Number or Delivery Order Number of the contract in this block.
5. Payee's Name and Address Block: Enter the name and address of the payee (contractor, vendor) as shown on the invoice or contract. Include payee's tax identification number. In the case of a reimbursable billing, the name and address of the office billed.
6. Date Invoice Received Block: Date invoice was received by the preparing activity. This is the date stamped on the document when the first government activity received it for processing.
7. Discount Terms Block: Terms the vendor will give as a discount (if no discount enter "NET 30").
8. Payee's Account Number Block: The account number used by the vendor for Electronic Funds Transfer (EFT) or the Contractor and Government Entity (CAGE) Code if applicable or leave blank.
9. Shipped From/To and Weight Block: Enter the location where the goods were shipped "FROM", if it is different than the payee address. The "TO" record correct information if not delivered to the address listed in the U.S. Department, Bureau, or Establishment and Location block. The weight block means the weight in pounds.
10. Government B/L Number Block: Enter the bill of lading number if applicable.
11. Number and Date of Order Block: The invoice number or item number followed by the date the order was placed with the vendor.
12. Date of Delivery or Service Block: The date of shipment, if accepted FOB (Freight on Board), or the date received and accepted at destination. For services, the inclusive dates of service beginning and ending - the period of performance.
13. Articles or Services Block: The description, contract line item number, federal supply schedule and other information deemed necessary.
14. Quantity Block: The quantity of items or services being billed. **NOTE: When the original invoice is attached, enter the statement "Per Attached Invoice" and the QTY, Cost and PER blocks are not required to be filled-in.**
15. Unit Price/Cost/Per Block: The unit price will be stated in dollars and cents or foreign currency (indicate the type of foreign currency). The unit of measurement will be entered under the column "PER".
16. Amount Block: The total amount due including any continuation sheets. The amount may be in dollars and cents or in foreign currency.
17. Payment Block: Put an "X" in the appropriate block to indicate the type of payment being made. **NOTE: When paying partial delivery payments or advance payments, the number of the payment must be shown (i.e., 1st, 2nd, etc). Also the following information must be provided in the Article or Services Block: reference voucher number and date paid of previous partial payment.**
18. Approved For Block: Is used only for conversion of foreign currency to U.S. dollars and cents. Complete if applicable.
19. Exchange Rate Block: Record the conversion rate of the foreign currency and indicate the type of foreign currency. Complete if applicable.
20. Differences Block: Shows any deductions or corrections that affects the total recorded in block "Amount verified; correct for". Use the blank lines under Differences Block to record discounts (DISC), citing the total amount of the discount. For Adjustments (ADJ), record only the total amount for the adjustment. Ensure all differences are denoted in the same type of currency.

Encl 1

Appendix B – Figure 8c (Continued)

Manual Instructions For Standard Form 1034

21. Amount Verified Correct For Block: The total dollar amount of the voucher (after discounts and adjustments are included) will normally be represented in U.S. dollars. However, the amount may be shown in the foreign currency if a limited depository account is maintained for that currency.
22. Signature or Initials Block: The signature under the "Amount verified correct for" block shows who computed and verified the payment of the adjusted total (includes conversions, corrections, discounts, and adjustments to the amount to be paid).
23. The 'BY ²' Block: the individual having complete knowledge of the payment will sign and date this block. The signature in this block attests that the voucher is properly documented, including the completed blocks showing date of delivery, quantity, and description of articles or services. A signature and date is required in this block if the payment is to be certified by the Defense Finance and Accounting Service. You cannot sign "For" someone in this block. The signature and printed name must be the same. A signature is not needed in this block normally if the individual certifying the payment (i.e., signing as the Authorized Certifying Officer, when approved outside the disbursing office) has complete knowledge of the data entered on the voucher for payment. A signature in the 'BY ²' block normally does not constitute evidence of receipt of goods or services. However, a SF 1034 can be used as a receiving document. Requirements can be found in DoD Financial Management Regulation, Volume 8, Chapter 8, paragraph 080403.
24. Title Block: The title and commercial phone number of the person signing the 'BY ²' Block must be entered in this block.
25. Pursuant To Authority Vested In Block: The date, signature, and title of the authorized certifying officer must be entered in this block. Vouchers certified by authorized certifying officers from outside the disbursing office, such as medical and education services, are not required to be re-certified in the disbursing office. A Certifying Officer is appointed in writing to certify a voucher for payment and the memo is kept on file at Central Disbursing with the completed DD Form 577. The signature and printed name must be the same. Remember you cannot sign "For" someone. The original signed payment voucher (SF 1034) and all original-supporting documents will be sent to DFAS-SA, Vendor Pay, for payment.
26. Accounting Classification Block: Contains the accounting data, to include related funding information to be charged. NOTE: It is not necessary to show the amount following the accounting classification except: (1) if payment is being made in a foreign currency - show the amount of payment in U.S. dollars; (2) if more than one accounting classification is being cited.

Encl 1

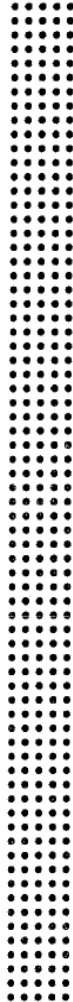
39

39

39

- 39

Appendix B – Figure 10

FAX		
	TO: TIER_2	
	Company:	
	Fax Number: 1-877-575-3332	
	Phone Number:	
	FROM: DFAS-ROME-TIER_2: AmandaB	
	Fax Number: 1-877-575-3332	
	Phone Number: 1-800-553-0527	
	<hr/>	
	NOTES:	
	<p>In order for us to process this blocks 42 a, b, and c must be completed. Also valid clin lines must be attached. Please correct and resubmit all pages.</p> <p>Should you have any questions please contact our customer service at the above listed number.</p> <p>Thank you.</p> <p>TIER_2: INDEX AS RTV</p>	
<hr/>		
<p>Date and time of transmission: Friday, March 17, 2006 12:34:16 PM Number of pages including this cover sheet: 03</p>		
<p>This document was faxed using a RightFAX v7.0 electronic document delivery solution. RightFAX</p>		

Appendix B – Figure 11

RIGHTFAX

- Ensure all RR and invoices are transmitted using the Right Fax Header Sheet and ensure all manual certified invoices are date stamped when actually received at the activity.
- Ensure to record your Activity's Allotment Serial Number (ASN), this information can be obtained from the Appendix F of this Guide.
- Do not combine NET 30, with Less Than NET 30 days, and offered discounts on the same Right Fax Header Sheet, instead create a separate Header Sheet for each. Miscellaneous pay vouchers should be sent on a separate header sheet also, and only include the voucher and invoice.
- Ensure your fax machine is properly configured to receive a right fax refax confirmation number and message.
- Sender maintains a ledger or the right fax auto reply sheet(s) for follow-up purposes.
- **Fax your documents only one time to DFAS.**
- **Only refax your documents at the request of the DFAS – Chief, Vendor Pay or the Pay Team Lead.**
- The Right Fax Header Sheet can be obtained on Forms Flow under the Local Forms tab – the form number is DFAS-SA600.

RIGHTFAX TRANSMITTAL	
DATE _____	NUMBER OF PAGES: _____
<input type="checkbox"/> NET: LESS THAN 30	
<input type="checkbox"/> NET 30	
<input type="checkbox"/> MISC. PAY	
<small>(DO NOT COMBINE DIFFERENT CONTRACT TERMS ON THE SAME TRANSMITTAL)</small>	
TO: - DOCUMENT MANAGEMENT BR ARMY VENDOR PAY	
FROM: ACTIVITY NAME: _____ ASN: _____ <small>(Refer to VP Guide for ASN listing)</small>	
NAME: _____ PHONE NUMBER: _____	
SENDERS EMAIL ADDRESS: _____ <small>(Print Clearly)</small>	
DESIGNATED RECEIVING REPORT POINT OF CONTACT OR MISC. PAY	
NAME: _____ EMAIL ADDRESS: _____ <small>(Print Clearly) (Print Clearly)</small>	
FAX NUMBER: _____	
RECORD TITLES, CONTRACT/PURCHASE ORDER NUMBERS, AND INVOICE NUMBERS <small>(LIMITED TO 12 ITEMS PER COVERSHEET – PRINT CLEARLY OR TYPE)</small>	
(1) _____	
(2) _____	
(3) _____	
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
(10) _____	
(11) _____	
(12) _____	

DFAS -SA600, Rev Sep 02

Appendix B – Figure 12

Web Custom Army Reporting System (Web CARS)

- The Web-Custom Army Reporting System (Web-CARS) is a management tool where data is extracted from CAPS-W that should be used by each Activity/Unit to monitor their contracts for invoices without a receiving report.
- This report illustrates projected Interest that has accrued against an invoice that does not have a receiving report submitted. A tutorial is available on the website to assist any user how to use the report.
- Each Receiving or Accepting person is responsible to monitor the CARS Report daily to ensure Vendor's invoices are responded to within 5 business days by submitting a receiving report or notifying DFAS to return the invoice because non-receipt of goods or services.
- Each Activity Group Administrator (GAM) will perform a monthly RECON by use of the Web-CARS report and by coordinating with each Contracting Officers Representative (COR) to resolve all invoices without a receiving report by the 10th of each month.
- The CARS report at the MEDCOM Resource Mgt. website – http://www.medcomrm.amedd.army.mil/index_a_f.html under the tab Vendor Pay / WAWF.

Web-CARS - Microsoft Internet Explorer provided by ITBC Ft. Sam Houston

File Edit View Favorites Tools Help

Address: <http://www.medcomrm.amedd.army.mil/WebCar05/StartPage.aspx>

Google

Back Forward Stop Search Favorites AutoFill Options

3 blocked

Check Autolink AutoFill

Welcome to Web-CARS

Last Updated: 03/28/2006

Command's Total Projected Interest: \$5,614

[Return to Medcom RM Home](#)

Please Select a Search Method

MACOM/REGION	PROJ INT
AMEDD C&S	\$19
FORSCOM	\$122
GREAT PLAINS	\$1,057
IMA-FSH	\$226
MRMC	\$942
NORTH ATLANTIC	\$1,076
OTSG Staff	\$75
PACIFIC	\$245
SOUTHEAST	\$908
WESTERN	\$943

REGION

Go

ASN/SITE

Go

DODAAC

Go

☐ Age Summary by RMC/MSC

☐ Age Summary by Activity

View

Please feel free to [Contact Us](#) with comments or suggestions.

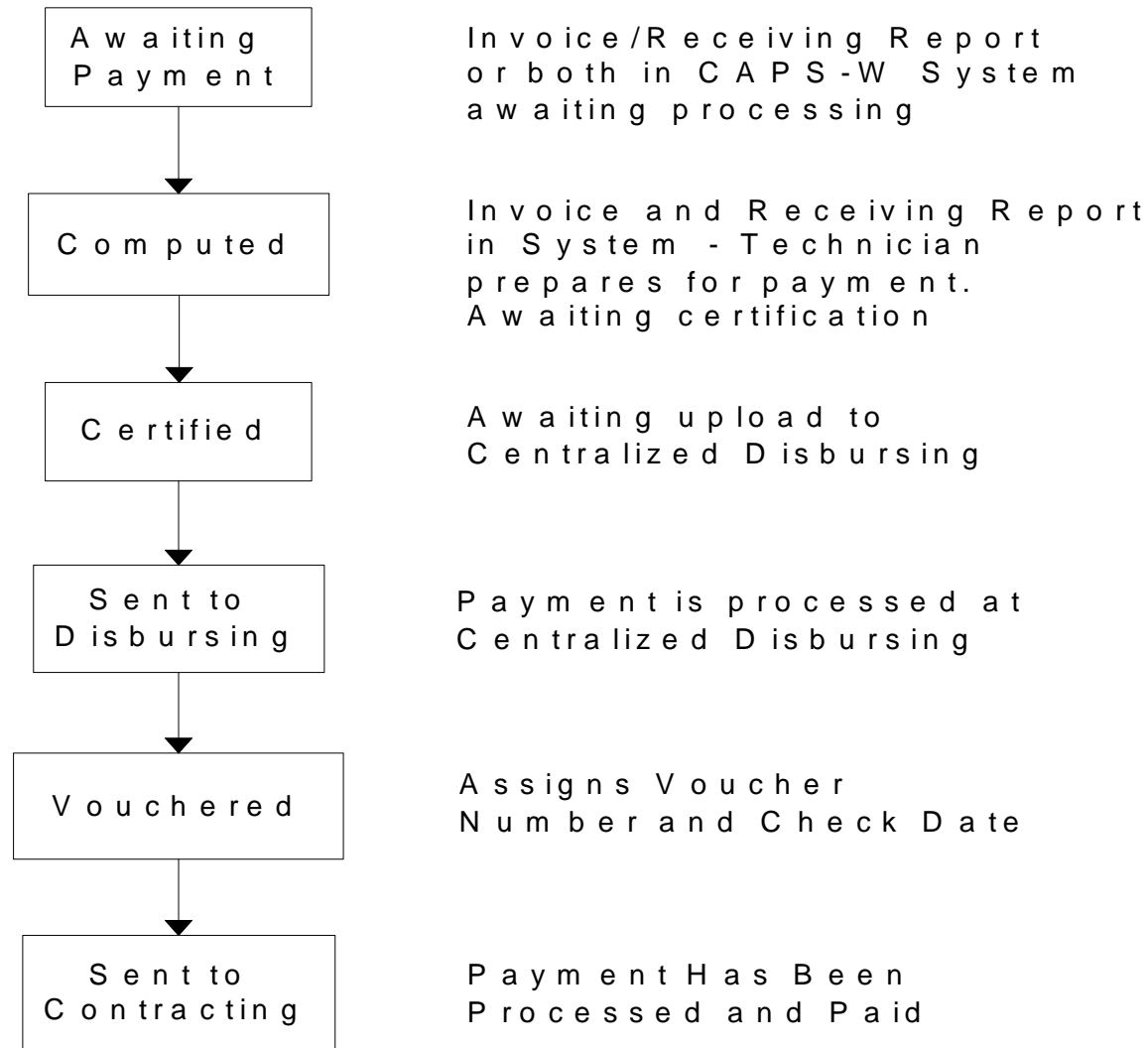
[View tutorial](#)

Start Inbox - Microsoft Pay Official Guid... Workbook Move... New VP Guide... Presentation1 WAWF Overview... WebCars - Mic... Internet

11:03 AM

Appendix B – Figure 13

C A P S - W P a y m e n t S t a t u s C o d e s



BUDGET ACTIVITY REPORT

The report is explained and comprised of the following columns:

- [illegible]

Appendix B – Figure 15

**Note: Block 13 for CAPS-W Profile should be: CAPS-W Inquiry Only ORP 7, and ORP 9
Block 13 for EDA/EDM/EFR Profile should be: EDA/EDM/EFR view documents**

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION <input type="checkbox"/> USER ID			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. PHONE (DSN or Commercial)	
6. OFFICIAL EMAIL ADDRESS	7. JOB TITLE AND GRADE/RANK		
8. OFFICIAL MAILING ADDRESS	9. CITIZENSHIP (US or FN) <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
<p align="center">USER AGREEMENT</p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
I A TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
ORG EMAIL ADDRESS:			
LOCATION: (Unit & Address)			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify co. name, cont #, and exp date. Use block 27 if needed)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)	
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

DD FORM 2875, MAR 2004

REPLACES DISA FORM 41, WHICH IS OBSOLETE

Appendix C

Field Site Telephone Numbers

1. Customer Service:
Contract DODAAC HQ0345 1-800-756-4571, option 2, option 1
Customer Service Contract DODAAC HQ0302 1-800-553-0527
2. Right Fax Server:
Contract DODAAC HQ0345: 1-866-636-2715
Contract DODDAC HQ0302: 1-800-553-0527

Note: Urgent Documents: Net 14 contracts, Congressional Inquiries, or other highly sensitive documents only fax to: 1-315-330-6609 and follow up with a phone call to the Chief and Deputy DFAS Rome Vendor Pay.

3. Defense Enterprise Computing Center (DECC) Ogden Help Desk:
1-800-392-1798, Extension 8 for assistance with EDA
4. Electronic File Room (EFR) password reset or program problems contact:
EDM Help Desk 614-693-4899
5. Submission of Security Access Forms (Army):
DFAS-ROME Mailing Address:

DFAS/RO
325 Brook Road
ATTN: ISSO/TASO
Rome, NY 13441-4527
FAX 1-315-330-6964
6. DFAS Rome Systems Access Problems/Security Lockouts:

Army Accounting/Vendor Pay Systems: 315-330-6926

Appendix D

Web Addresses

1. Army Prevalidation Reports:
<https://dfas4DoD.dfas.mil/centers/dfasin/dno/vpoploc.htm>
2. DFAS-ROME Corporate Server Website: To Obtain access to the DFAS SA Corporate Server, e-mail request to: melanie.corby@dfas.mil
3. Electronic Data Access (EDA)- To view EDA documents:
<http://eda.ogden.disa.mil>
4. EDA Broadcast Message
<https://rainbow.ogden.disa.mil/BROADCAST/contracts/> (Address is case sensitive)
5. To Self-Register in EDA Registration Database
<http://eda.ogden.disa.mil>
6. Federal Acquisitions Regulations

<http://www.arnet.gov/far/>
7. Contractor Payment Information Booklet (DFAS Columbus)
<http://www.dfas.mil/library/handbook.pdf>
8. Army SOPs
<https://dfas4dod.dfas.mil/cps/army/>
9. DFAS-IN Library
<https://dfas4dod.dfas.mil/centers/dfasin/library/index.htm#regulations>
10. DFAS website
<http://www.dod.mil/dfas>
11. Title 5 of the Code of Federal Regulations (CFR), Part 1315
<http://www.fms.treas.gov/prompt/regs.html>
12. Federal Acquisition Regulation (FAR)
<http://www.arnet.gov/far/loadmainre/html>
13. Federal Acquisition Regulation Supplement (DFARS)
http://web2.deskbook.osd.mil/htmlfiles/DBY_dfars.asp
14. Department of Defense Financial Management Regulation (DODFMR)
<http://www.dtic.mil/comptroller/fmr/10/index.html>

Appendix E

Allotment Serial Numbers

Aberdeen Proving Ground, MD 21010	ASN	DPI
<i>USARICD</i>	8105	P1

Falls Church, VA 22041	ASN	DPI
<i>HFPA</i>	8053	P1
<i>OTSG</i>	8026	P1
<i>MED ED</i>	7436	42

Fort Belvoir, VA 22060	ASN	DPI
<i>Dewitt, ACH</i>	7411	N9

Fort Benning, GA 31905	ASN	DPI
<i>Martin, ACH</i>	7413	P1

Fort Bliss, TX 79920	ASN	DPI
<i>William Beaumont, AMC</i>	7454	28

Fort Bragg, NC 28307	ASN	DPI
<i>Womack, AH</i>	7414	N9

Fort Campbell, KY 42223	ASN	DPI
<i>Blanchfield, ACH</i>	7416	P1

Fort Carson, CO 80913	ASN	DPI
<i>Evans, AH</i>	7418	28

Fort Detrick, MD 21702	ASN	DPI
DETRICK USAG	7419	P1
DMISB	8052	P1
HQ, MPMC	8119	P1
USACEHR	8101	P1
USAMMA	8027	P1
USAMMDA	8111	P1
USAMRAA	8112	P1
USARIID	8102	P1

Fort Drum, NY 13602	ASN	DPI
<i>Guthrie, AH</i>	7422	N9

Fort Eustis, VA 23604	ASN	DPI
<i>McDonald, ACH</i>	7425	N9

Fort Gordon, GA 30905	ASN	DPI
<i>Eisenhower, AMC</i>	7423	P1
<i>ADLG</i>	7475	P1

Fort Hood, TX 76544	ASN	DPI
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Fort Leonard Wood, MO 65473	ASN	DPI
<i>Gen. Leonard Wood, AH</i>	7434	28

Fort Lewis, WA 98431	ASN	DPI
<i>Madigan, AMC</i>	7437	N7

Fort McPherson, GA 30330	ASN	DPI
<i>Lawrence Joel, AHC</i>	7423	P1

Fort Meade, MD 20755	ASN	DPI
<i>Kimbrough, Ambulatroy HC</i>	7440	N9

Fort Monmouth, NJ 07703	ASN	DPI
<i>Patterson, AHC</i>	7441	N9

Fort Polk, LA 71459	ASN	DPI
<i>Bayne Jones, ACH</i>	7444	28

Fort Riley, KS 66442	ASN	DPI
<i>Irwin, AH</i>	7446	28

Fort Rucker, AL 36330	ASN	DPI
<i>Lyster ACH</i>	7447	P1
<i>USAARL/RUCKER</i>	8104	P1

Fort Sam Houston, TX 78234	ASN	DPI
<i>AMEDD Center & Schools</i>	7401	42
<i>Brooke AMC</i>	7415	42
<i>Dental Command</i>	7448	42
<i>FSH USAG</i>	7439	42
<i>Medical Command</i>	7400	42
<i>PASBA</i>	7407	42
<i>USAISR</i>	8109	P1
<i>USAMHSITA</i>	8107	P1
<i>Veterinary Command</i>	7449	42
<i>MCAA</i>	7409	42

Fort Sill, OK 73503	ASN	DPI
<i>Reynolds, AH</i>	7450	28

Fort Stewart, GA 31314	ASN	DPI
<i>Winn, ACH</i>	7429	P1

Fort Wainwright, AK 99703	ASN	DPI
<i>Bassett, AH</i>	7457	N7

Honolulu, HI 96859	ASN	DPI
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<i>Darnell, ACH</i>	7427	28
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Fort Huachuca, AZ 85613	ASN	DPI
<i>Raymond W. Bliss, AHC</i>	7428	28

Fort Irwin, CA 92310	ASN	DPI
<i>Weed, AH</i>	7488	N7

Fort Jackson, SC 29207	ASN	DPI
<i>Moncrief, ACH</i>	7430	P1

Fort Knox, KY 40121	ASN	DPI
<i>Ireland, ACH</i>	7431	N9

Fort Leavenworth, KS 66027	ASN	DPI
<i>Munson, AHC</i>	7432	28

Fort Lee, VA 23801	ASN	DPI
<i>Kenner, ACH</i>	7433	N9

<i>Tripler, AMC</i>	7458	N7
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Redstone Arsenal, AL 35809	ASN	DPI
<i>Fox, AHC</i>	7445	P1

Washington, DC 20306	ASN	DPI
<i>AFIP</i>	8031	N9

Washington, DC 20307	ASN	DPI
<i>Walter Reed, AMC</i>	7453	N9
<i>WRAIR</i>	8106	P1
<i>AFPM</i>	8054	P1

West Point, NY 10996	ASN	DPI
<i>Keller, ACH</i>	7451	N9

Europe, GE	ASN	DPI
<i>Landstuhl RMC</i>	3242	DC
<i>Heidelberg</i>	3240	DC
<i>Wurzburg</i>	3243	DC
<i>USAMMCE</i>	8113	DC
<i>USACHIPPM-EUR</i>	7492	DC